



Rural Road Maintenance Program

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Overview of Rural Road Maintenance Program (RRMP)

Under the *Highways Act*, the Minister of Highways and Public Works (HPW) has a duty to maintain the highways (roads) identified in Schedule 1 of [Highways Act Regulations](#). There are additional public roads throughout Yukon that are considered “unmaintained” highways and as such are not inspected, managed or maintained by HPW.

Schedule 1 remains the definitive authority dictating the roads that the Department of Highways and Public Works (HPW) is obligated to maintain. However, there are cases, where the Transportation Division (TD) has opted to maintain roads not listed in Schedule 1 in response to evolving usage patterns and socio-economic conditions since the last update of Schedule 1. These additional maintained roads, as well as the roads listed in Schedule 1 are inventoried in the Maintained Roads Database. It is important to clarify that while this document does not supersede Schedule 1, as any road listed therein must be maintained according to its provisions, it does serve the purpose of tracking roads that HPW is currently choosing to maintain above and beyond HPW obligations outlined in Schedule 1.

To ensure a consistent, territory-wide- approach to managing the Yukon’s Highways the Department has adopted a Highways Classification Framework. The framework outlines specific thresholds and criteria for a road to qualify for public maintenance services, promoting equitable provision of services across the territory. The Maintained Road Database is the most current record, dynamically capturing roads that have been added or removed from Schedule 1.

To propose the addition of a road to the Maintained Road Database, users can submit a Rural Road Maintenance Application. This formal process allows stakeholders to actively participate in maintaining an accurate and responsive road management system.

HPW considers whether maintenance of a particular road serves the public good and is consistent with other maintained roads. Consideration is also given to road uses, locations, variable property densities, road standards and unique residential or



recreational requirements. The most important concept behind the system is that it places Yukoners at the heart of every investment decision.

These guidelines outline the procedures and criteria to review requests for maintaining a road that is currently not maintained by either HPW.

Program Exclusions:

- a) Applications to increase the level of service provided by the department of Highways and Public Works on a maintained road.
- b) Applications for service on resource and recreational roads where the primary function is to serve resource extraction or recreation activities.
- c) Applications for service on roads that are under the jurisdiction or service of another government (Municipal/First Nation/Provincial/Federal).
- d) Application for roads with no primary residential properties and used predominantly for a single business will not qualify .

For all applications that meet program thresholds, services will commence once funds are appropriated by the Government of Yukon.

The applicant is responsible for applying to the Department of Education if school bus service is required or requested for the road.

The service levels will be established by the Maintenance Service Standards per functional class of the road. The department is still in the process of building these standards. Maintenance on a road is not automatic even if a road has been developed to a “maintainable” standard and must meet the property density or traffic/economic thresholds. Maintenance will only be considered upon application by residents or users of the road.

Please refer to [Appendix A](#) for thresholds and requirements for each class of community road.



Definitions:

Property Owner	Any person who possesses titled land, leased land, land under a satisfactory Agreement for Sale, land under Federal or Territorial Government land reserve or land set aside.
Primary Residence Property	Primary dwelling unit on a parcel of land where resident(s) usually live and is occupied for continuous period of at least 6 consecutive months in a calendar year.
Primary Residents	People who live in primary residence properties for continuous period of at least 6 consecutive months in a calendar year and call the property their formal place of dwelling for them and their family.
Seasonal residents	People who live temporarily on properties on the road and are not considered as primary residents.
Commercial or Industrial Property	Property operated by a licensed commercial/industrial establishment with employees/contractors who are long-term active users of the road.
Workers/Employees	People who call a commercial establishment or industrial property their place of work and work a minimum of 10 hrs a week at the establishment.
Working hours	The minimum number of working hours a worker/employee is obligated to work for an establishment per calendar week
Recreational Property	Properties that are not a <i>Primary Residence Property</i> . People live on such properties temporarily and use it for reasons other than being a primary dwelling.
Full Time Equivalent (FTE)	The number represented by the following formula: $\frac{\text{\# of Workers} \times \text{Working hours}}{37.5}$
Road Users	Any person or stakeholder group that uses the specific road to travel to a destination.
Public Road	A road which is always available to the public, is within a <i>highway right-of-way</i> (as defined by the Highways Act) and



	is located on public land, or if not, is formally recognized as a highway that is open to the public to freely traverse.
Department	In this document, it refers to the Department of Highways and Public Works (HPW)

Application Process

There are four Components to a RRMP application which will be assessed to determine whether the road would qualify for maintenance undertaken by HPW.

1. Application Requirements;
2. Property Density and Traffic Thresholds;
3. Road Standards and Specifications; and
4. Traffic Assessment.

Upon receipt of an application, components (1) and (2) above would be checked in a preliminary assessment where officials of the Department will contact the spokesperson and/or other representatives to verify/request the following:

- Location and land status of the road;
- Right of Way Access Permit(s), if applicable, will be requested;
- Existing construction standard (if available);
- History of, and issues with the road; and
- Use of the road based upon:
 - Number of residences; and/or
 - Commercial/recreational /industrial/institutional properties.
 - Number of residents
 - Number of Workers on FTE basis on registered establishments on the road



Once it is determined that the Component (1) and Component (2) have been met, a formal Traffic Assessment would be conducted on the road to determine if the road meets the thresholds of Component (4). Concurrently, the HPW inspection team will perform a site inspection to review the status of the road and its ancillary assets. These would be checked against the standards required for HPW crews to safely maintain the road.

The Department shall formerly inform the applicant (through mail/email) of the progress of the application at the following key milestones:

- Receipt of the application within 30 days of the Department receiving it.
- Results of the site inspection within 30 days of the completion of the inspection.
- Results of the Traffic Assessment within 30 days of the completion of the assessment.

Applications received on or before August 1 of the year, will have a site evaluation completed in the current year. Applications received after August 1 may not have a site evaluation completed until the end of the following year.

The maintenance costs and any required upgrade costs required for the road to meet the Component (3) would be estimated by the department and put forward as a request for funding to the Government of Yukon. Should funding not be appropriated in a given fiscal year, the department will roll the request into future funding requests. Estimated start of service for the road is within 30 days of the Department being notified of the required appropriation of funds.

Application Requirements and Criteria

To initiate an application, HPW must receive an application from a member of the public who either:



1. Owns a property on the road,
2. Is a resident of a property on the road, or
3. Owns a business and/or commercial establishment on the road.

HPW will only consider applications to the RRMP for roads, directly connected to an existing road that is maintained either by HPW, or another government (Municipal/First Nation/Provincial/Federal).

Applications must be submitted to the Department of Highways and Public Works by a spokesperson representing at least 75% of the property owners and 75% of all business owners of the road.

If the application does not meet all the criteria mentioned above, the spokesperson would be informed of the discrepancy and the application shall be rejected.

Traffic and Property Density Requirements

The following criteria will be used to determine if a road qualifies for government-funded maintenance or for improvement of level of service. Only the length of the road that would meet or exceed the property density and traffic criteria as shown in Appendix A would be considered for maintenance. HPW could consider longer sections under exceptional circumstances.

The following information shall be pulled from the application form and verified by HPW.

1. The number of Primary Residence Properties
2. The number of Recreational Properties
3. The number of Registered Commercial Establishments
4. The number of permanent residents
5. The number of seasonal residents
6. The number of workers on Full-time Equivalent (FTE) basis on commercial establishments who are not residents on the road.



Upon receiving the application, HPW shall have the right to verify the information provided against government records and by interviewing people residing or working on the road that are included in the application.

All businesses located along the road must provide proof of a current business licence.

Please refer to **Appendix B: Travel Density Matrix** for how the information provided would be used.

In all cases provided below, HPW may consider building an equipment turnaround if factors exist where the calculated length ends at a location where an equipment turnaround could be built on public land, and it makes sense to do so based on where the occupied properties are located. If such turnaround locations cannot be found, the application would be put on hold unless a safe alternate location is confirmed.

Once a property/travel Density value is calculated (based on **Appendix B**), HPW may suggest alternate lengths of the road to the applicant that might qualify. In that case, the applicant would be requested to submit a revised application to facilitate the process.

Once the Property Density and/or ADT values that are calculated based on **Appendix B** have met the thresholds shown in **Appendix A**, a formal traffic assessment will be scheduled.

The request for funding shall be initiated after the completion of the formal Traffic Assessment, which must meet the thresholds outlined in **Appendix A**. At this stage, it is determined that the road qualifies for maintenance provided by the Highway and Public Works (HPW) department.



Road Standards and Specifications

The following standards are the minimum requirements for a road to be eligible for government funded maintenance. These will be looked at only if the roads' user density requirements as calculated by the traffic density matrix (Appendix B) referred to in the previous section are met.

Roads maintained by Government of Yukon must meet a minimum standard so they are safe for all users. Roads must be of sufficient width to allow for the safe passage of all traffic such as cars, trucks, emergency vehicles (RCMP, ambulances, and fire trucks), fuel oil and water delivery vehicles and in many cases, school buses. In addition, road maintenance equipment must be able to operate safely and efficiently while also allowing for road user safety.

Right-of-Way:

1. Brush is cleared back a minimum of 5.0 m from the shoulder of the road on both sides or to the edge of the surveyed right-of-way, whichever is lesser. On sharp corners, brushing should be extended for increased visibility and safety.
2. Grubbing (removal of stumps and roots) a minimum of 5.0 m from the shoulder of the road or to the edge of the surveyed right-of-way, whichever is lesser.
3. No building, fence or other structure may be within 5.0 m of the shoulder of the road or within the surveyed right-of-way, whichever is lesser.
4. Overhead utility lines must be of sufficient distance from road surface to allow for safe passage of HPW maintenance equipment/vehicles.
5. Road must not traverse private property or First Nation settlement land.



All Structural artifacts including Bridges/Structural Culverts/etc

In cases where there are bridges on the road, these will be inspected by qualified Bridge Inspectors from Transportation Division. These inspections will ensure the structural artifacts are for safe use by the public and Maintenance Equipment. The road only will qualify for maintenance if the structures are deemed safe and up to prescribed regulations.

Road Structure:

1. Road is in an acceptable state of maintenance prior to application.
2. Surface width must be at least 8.0 meters.
3. Road must have an appropriate horizontal and vertical alignment.
4. Surfaced with a minimum thickness of 100 mm crushed aggregate (<75 mm in size).
5. The road sub-structure consists of granular material and is capable of supporting standard HPW snow plowing equipment in all conditions.
6. Surface shall be crowned to provide positive drainage.
7. Permanent erosion control measures are in place where erosion concerns are apparent.
8. Drainage ditches and culverts shall be installed where required with erosion control measures in place.
9. Culverts shall be properly sized, properly installed and free from debris and silt build-up.
10. A cul-de-sac turnaround, having a minimum radius of 18 meters, is located at the end of the maintained portion of road and reserved for the use of



maintenance equipment. (i.e. no parking of vehicles permitted within cul-de-sac).

Each road where maintenance has been requested will be reviewed to see if there are any circumstances that may require a higher standard, or in rare cases, a lower standard, than above. HPW team will perform a gap analysis and prepare the business case for approval of the budget required to execute the upgrades.

Rural roads not meeting the minimum standards may be maintained under exceptional circumstances for a specific period if it serves the interests of the Yukon government.

Application Submission

Applicants can apply by mail or email to the Yukon government, by filling out the printable application form and mailing or emailing to the address below:

Printable Form:

Mailing Address: Transportation Planning Branch, Government of Yukon, PO Box 2703 W-26, Whitehorse, Yukon, Y1A 2C6

Email Address: road.programs@yukon.ca



Appendix A – Interim Highway Functional Classification for Community Roads (CC1 and CC2)



Figure 1: Community Collector - Needs to meet usage threshold and property density threshold.

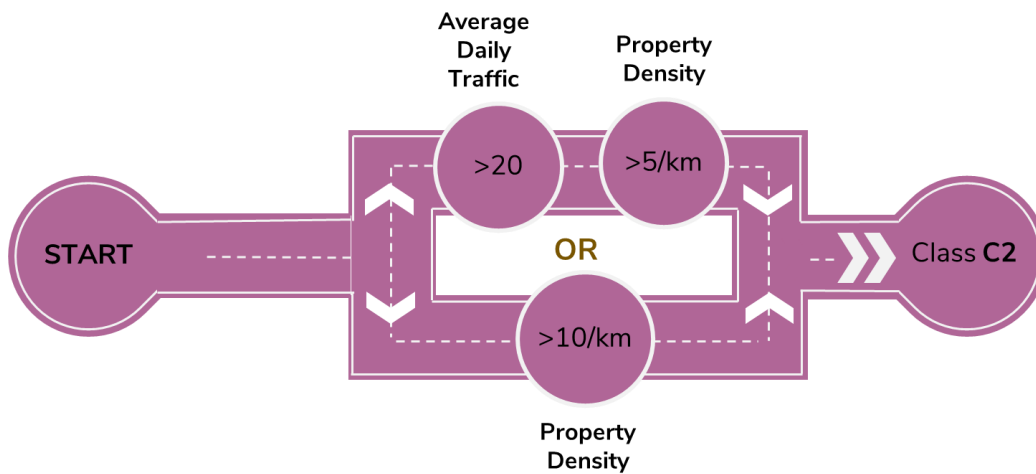


Figure 2: Local Community – Needs to meet usage threshold and/or property density threshold.



Appendix B – Travel Density Matrix

Road user type	Daily Trips	Days per week	Daily traffic multiplier
Primary Residents	3	7	3
Full Time Employee (FTE)	2.5	5	1.8

Seasonal residents would be accounted for by the inspection team based on their assessment and interviews conducted as part of the inspection process.

In all cases the road would qualify only once a formal traffic assessment has been completed on the road.



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